



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

To: All Comprehensive Care and Extended Care Facilities

From: Nancy Grimm, Director, Office of Health Care Quality *NBG*

Date: June 08, 2010

RE: Renewal License application

After a month of reviewing the renewal applications being submitted on the revised application forms, the Office of Health Care Quality provides the following clarifications and comments regarding **renewal** applications.

Submission of Evidence of Financial Ability to Operate will not be required as part of the renewal application, unless requested by our office.

Applications on behalf of a corporation, association, government unit or agency shall be made by **two officers** of the corporation, association or governmental unit or agency.

The facility's administrator may not sign Sections A, D, or E of the application unless they are also an officer.

All members of the governing body shall be disclosed, with their business addresses.

The names and addresses of persons holding 5 percent or greater of stocks or assets must be disclosed.

Questions about the application forms and/or process can be directed to 410-402-8144 or e-mailed to the attention of Long Term Care Unit at ohcqweb@dhmh.state.md.us.

NH-10-01